



# **Family Homelessness Prevention and Assistance Program**

**2014-2015 Request for Proposals  
February 4, 2013**



# Agenda

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- **Overview**
- **RFP Guidelines & Application**
- **Q & A**

# Funding Goals

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**To support continuing innovation and development of a comprehensive system to prevent homelessness and to assist people experiencing homelessness.**

- **Prevent homelessness.**
- **Minimize the number of days homelessness.**
- **Eliminate repeated episodes of homelessness.**

# Funding Overview

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- **Minnesota State Grant**
- **Funding Period:**  
**July 1, 2013 – June 30, 2015**
- **Funding Amount: approximately \$14.6 million (contingent upon approval by the 2013 Minnesota Legislature)**

# **Funding will be awarded through a *competitive process***

- **Awards will be based on:**
  - » **Past performance (if a current grantee)**
  - » **Quality of the proposal application**
  - » **Area need**

# Eligible Applicants

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- » **Twin Cities 7-county Metro area: a county**
- » **Greater MN: a county, group of contiguous counties jointly acting together, or a community-based nonprofit organization with a sponsoring resolution from each of the county boards of the counties located within its operating jurisdiction.**

# Eligible Activities

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- **Administration Costs**

- » If your project involves more than one agency, administration funds should be shared unless any agency doesn't require funding for administration.
- » ***This amount may not exceed 10%.***

- **Support Service Costs**

- » The amount dedicated to Supportive Services shall not exceed 50% of the total budget unless the applicant provides rationale, to the satisfaction of Minnesota Housing, that Direct Assistance funds are available through another source.

- **Direct Assistance Costs**

# Ineligible Activities

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- To acquire, rehabilitate, or construct emergency shelters, transitional or permanent housing.
- To pay more than 24 months of direct assistance and support services.
- To pay the operating costs of emergency housing.
- To pay the operating and supportive service costs of permanent supportive housing.



# Eligible Recipients

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- » **Low-income Minnesotans (no more than 200% of federal poverty guidelines) experiencing a housing crisis that are able to maintain housing after short-term FHPAP assistance and services.**
- **Grantees may create additional eligibility criteria in order to target their funding to best meet identified community needs and to ensure that funding is sustained throughout the biennium.**

# Statutory Requirements

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- **Each project must be designed to stabilize families in their existing homes, shorten the amount of time that families stay in emergency shelters, and assist families with securing transitional or permanent affordable housing.**
  - » **Coordination and use of existing public and private rental assistance, emergency shelters, transitional housing, and affordable permanent housing**
  - » **Targeting of direct financial assistance including assistance for rent, utility payments or other housing costs, and support services where appropriate, to prevent homelessness and repeated episodes of homelessness**
  - » **Identification of outcomes expected from the use of the grant award**

# Statutory Requirements

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- **The grantee shall consult on a regular basis with the advisory committee in preparing the project proposal and in the design, implementation, and evaluation of the project. The advisory committee shall assist the grantee as follows:**
  - » **Designing or refocusing the grantee's emergency response system;**
  - » **Developing project outcome measurements; and**
  - » **Assessing the short- and long-term effectiveness of the project in meeting the needs of families who are homeless, preventing homelessness, identifying and developing innovative solutions to the problem of homeless families, and identifying problems and barriers to providing services to homeless families.**

# Funding Expectations

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- **Must serve all populations**
- **Must develop targeting strategy and evaluate throughout biennium to measure effectiveness and impact on community**
- **Implement strategies to ensure collaboration with local education authorities to provide services and/or direct assistance to individuals and families with school-age children that become homeless or precariously housed.**
- **Participate in ongoing community planning with CoC, Heading Home, and related groups, including Coordinated Assessment planning and implementation efforts**
- **Include tribal governments (if in the service area) in planning and project design**
- **Strategize and coordinate local FHPAP activities with various funding sources to maximize usage of available resources**
- **Develop and implement a transparent process and criteria for selecting service providers (both grantees and subgrantees) best suited to address the community-identified needs and trends**
- **Align outcomes and budgets to reflect identified needs**
- **Monitor and evaluate overall project performance including individual service providers**

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# Any Questions?

# Budget (application page 10)

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- » **Identify appropriate funding level request**
  - No change in FHPAP funding
  - Innovation/Enhancement/Expansion (Over 10% increase)
  - Operational Increase (1%-10% increase)
  - Decrease in FHPAP Funding
  - *New applicants: please contact Minnesota Housing FHPAP staff for guidance*
- » **Provide clear rationale for selected funding option**
- **Budget Form from all possible service providers needs to be submitted, including a total overall project budget**

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# **Any Questions?**

# Program Outcomes Table

Prevention	Singles		Families		Total
	Youth	Adults	Youth	Adults	
# of Households served (output)					
% of Households housed at exit					
% of Households that will not enter shelter within 6mos of program exit					

Homeless Assistance	Singles		Families		Total
	Youth	Adults	Youth	Adults	
# of Households served (output)					
% of Households housed at exit					
% of Households that will not enter shelter within 6mos of program exit					



# Outcomes & Indicators

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- **Data for Outcome Indicators a. and c. under the System Goal are captured through HMIS. Indicator b. will be gathered through Annual Report. Please use data to inform your projection.**

**Instructions:** Indicate projections for average number of days for each of the outcome indicators.

System Goal	
a.	days of Homelessness based on households' self-report (tracked by HMIS)
b.	days of Homelessness in emergency housing (i.e. shelter, motel vouchers, etc)
c.	days from application submission to housing

# Reporting

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- **HMIS**
- **Reports include:**
  - » **Quarterly Expenditure Report.**
  - » **Semi-Annual Output Report (this report is a portion of the Expenditure Report, but only completed on even quarters).**
  - » **Annual Report to the FHPAP-MICH subcommittee. The annual report must include the actual program results compared to program projections as well as report any services to households not captured through HMIS.**

***MN Housing reserves the right to hold or discontinue funding disbursements if grantee fails to accomplish its projected plan or to comply with funding agreements***

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# **Any Questions?**

# Funding Criteria

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- **The following will be determined through grantee Request for Proposal application response:**
  - » **Planning (20 points)**
  - » **Project Design (30 points)**
- **The following will be determined through Needs Indicators and Minnesota Housing/MICH staff review with information collected throughout the 12-13 biennium (with the exception of new applicants):**
  - » **Program Capacity and Performance (50 points)**

### APPLICATION COMPONENTS TABLE

FORM	# OF PAGES COUNTED AS:
Application Cover Sheet	Does not apply to total page count
Project Description <ol style="list-style-type: none"> <li>1. Project Overview</li> <li>2. Project Design</li> <li>3. Project Planning</li> <li>4. Additional Information</li> <li>5. Questions for New Applicants Only</li> </ol>	Up to 16 pages total (identify each section) <ol style="list-style-type: none"> <li>1. No more than 1 page</li> <li>2. No more than 7 pages</li> <li>3. No more than 8 pages</li> <li>4. No more than 1 page</li> <li>5. Does not apply to total page count</li> </ol>
Continuum of Care Certification (New Applicants Only)	Does not apply to total page count
County Board Approval	Does not apply to total page count
Outcomes	Does not apply to total page count
Budget <ol style="list-style-type: none"> <li>1. Budget Narrative Section</li> <li>2. Worksheet Form</li> </ol>	<ol style="list-style-type: none"> <li>1. No more than 2 pages</li> <li>2. Does not apply to total page count</li> </ol>

# Application

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- **Be specific**
- **Answer all questions**
- **Need: Use data & trend information to supplement state-gathered data**
- **Eligibility/Priority: Explain how established criteria will support your goals**
- **Targeting: Develop strategy and how it will be evaluated throughout the biennium**
- **Activities: congruent with needs identified?**
- **Planning: Role of Advisory Committee, community input**
- **Budget: Reasonable/aligned with proposed activities and outcomes**
  - » **Awards will not exceed requests!**

# New Applicants

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- **Describe planning process**
- **Previous experiences**
- **HMIS**
- **Certification of Consistency with the Continuum of Care**

# Submission Info

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- **By April 3rd: via email**
  - » **Application Materials**
  - » **Budget Form**
- **By Completion of Contract**
  - » **County Approval Letter**
  - » **Proof of Fidelity Bond, Forgery Bond, Crime Coverage Insurance**
  - » **All sub-grantee(s) info including outcome & budget**
  - » **Workplan**



# RFP Important Dates

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<b>February 4, 2013</b>	<b>RFP Info Session</b>
<b>March 4, 2013</b>	<b>RFP Q &amp; A Session</b>
<b>April 3, 2013</b>	<b>RFP Proposal Due to MN Housing by 5pm</b> <i>*Late applications will not be considered</i>
<b>April 17, 2013</b>	<b>Additional Information due</b>
<b>April/May 2013</b>	<b>Proposals Review</b>
<b>June 27, 2013</b>	<b>Funding recommendations presented to Minnesota Housing Board for approval</b>
<b>July 1, 2013 – June 30, 2015</b>	<b>Grant term</b>

# Resources

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- <http://www.mnhousing.gov/initiatives/housing-assistance/prevention/index.aspx>
- <http://www.hmismn.org>

# For More Information, Contact:

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# **Any Questions?**

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# **THANK YOU!!!**